

**MINUTES OF A MEETING OF THE KINGS HILL PARISH COUNCIL FINANCE COMMITTEE
HELD AT 6.00 P.M. ON THURSDAY 12 JUNE 2025 IN THE KINGS HILL COMMUNITY
CENTRE**

PRESENT: Cllrs. Colman, Hartman, Mclymont, & Petty

ALSO PRESENT: K. Bell (Parish Clerk / RFO) & T. Brockey (Finance Officer)

APOLOGIES: Cllr. Barker (Substitute)

ABSENTEE: Cllr. Kirk

F001 Election of Committee Chairman for the 2025/2026 Civic Year: It was proposed by Cllr. Petty that Cllr Hartman be re-elected Committee Chairman, this motion was, seconded by Cllr Mclymont. There were no other nominations:

RESOLVED: Cllr. Hartman be duly elected as Chairman of the Finance Committee for the 2025/2026 Civic Year. **Unanimous**

F002 Election of Deputy Committee Chairman for the 2025/2026 Civic Year It was proposed by Cllr. Hartman, that Cllr Petty be re-elected Committee Deputy Chairman, this motion was, seconded by Cllr Colman. There were no other nominations:

RESOLVED: Cllr. Petty be duly elected as Deputy Chairman of the Finance Committee for the 2025/2026 Civic Year. **Unanimous**

F003 Apologies for Absence: The apologies received from Cllr. Barker (Prior Commitment) were approved. **Unanimous**

F004 Declarations of Interests and/or Lobbying: None declared. **Noted**

F005 Intentions to Record: No intentions to record were declared. **Noted**

F006 Review of Terms of Reference (TOR's): The Committee reviewed its TOR's:
RESOLVED: That no changes would be made. **Unanimous**

F007 Minutes

F007.1 Approval of Minutes

RESOLVED: The minutes of the Finance Committee meeting held on 7 May 2025 were **approved** and signed as a correct record.

By Majority

Cllr. Hartman abstained as he was not present at the meeting

F007.2 Matters Arising (not elsewhere on the agenda)

F111 2024-2025 AGAR Section 2 Accounting Statements: Following approval of the AGAR (Sections 1 & 2) by Full Council on 15 May 2025 it had been submitted to the External Auditor. It was noted that the period for the exercise of public rights was from 3 June to 14 July 2025 and that legal notices had been published. It was further noted that from 2025/26, KHPC must confirm compliance with data protection requirements under the updated AGAR process. **Noted**

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions made at the meeting

Chairman:

Date:

F008 Financial Transactions (01.05.25 – 12.06.25)

REVIEWED: The Committee reviewed receipts and payments for the period 01.05.25–12.06.25 and would be recommending that full council approve the financial transactions as presented. **Unanimous**

F009 Bank Statements and Reconciliations as at 31.05.25**Noted**

UTB Current Account: £40,709.16
UTB Reserves Account: £207,662.32
CCLA Deposit Fund: £643,209.65
Total £891,581.13

F010 Budgetary Control as at 31.05.25**Noted**

It was further noted that Barclays had renewed their contract to 26.05.26

F011 Funding

F011.1 Applications: The Committee considered applications received from Kings Hill WI and Homestart, following which it was:

RESOLVED: That the Committee would recommend to Full Council that Kings Hill WI receive a grant of £900 and Homestart receive a grant of £500. **Unanimous**

F011.2 Funding Opportunities

- **ASDA Local Community Spaces Fund:** Grants of £10K–£20K, 50% match funding required **Noted**
- **West Kent Rural Grant Scheme:** Launching 16 June 2025; up to £20K, 50% match funding required. **Noted**

RESOLVED: That funding applications would be made in respect of the expansion of sporting facilities and irrigation at Kings Hill Sports Park and the new Bar.

F012 Financial Regulations Review: The NALC 2025 Model Financial Regulations as adapted for KHPC were considered. Following a discussion it was:

RESOLVED: That full consideration be deferred to the next meeting and that in the interim to recommend to Full Council that the 2024 version remain in effect. **Unanimous**

F013 Annual Review of Banking Arrangements: The Committee reviewed the following:

- KHPC's accounts with Unity Trust Bank (Current & Reserves) and investment with CCLA.
- It was confirmed that all required two of three signatories for authorisation.

RESOLVED: The Committee agreed that banking arrangements remained appropriate and compliant with audit standards. **Unanimous**

F014 Annual Review of Internal Audit Arrangements: The Committee reviewed the Internal Audit Arrangements and determined that the arrangements were deemed effective in ensuring robust governance and transparency. It was:

RESOLVED: To recommend to Full Council the re-engagement of the independent internal auditor for the 2025/26 financial year and that the independent internal audit provision would be reviewed every five years.

Unanimous

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Chairman:

Date:

F015 Date and Time of Next Meeting

RESOLVED: The next meeting will be held on **Tuesday 02 September 2025**

F016 Matters for Consideration in Private

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press were excluded during consideration of the following confidential items:

F016.1 Staffing Matters: The committee discussed recognizing staff for their exceptional work and contribution. It was agreed that further consideration was needed, and discussions would continue.

F016.2 Kent Pension Fund Consultation - Pooling LGPS Contributions for Town & Parish Councils:

The committee received an update on the Kent Pension Fund consultation. Key elements of the proposal were noted, and potential implications were briefly discussed.

Meeting Closed: 6.40 p.m.

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Chairman:

Date:

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